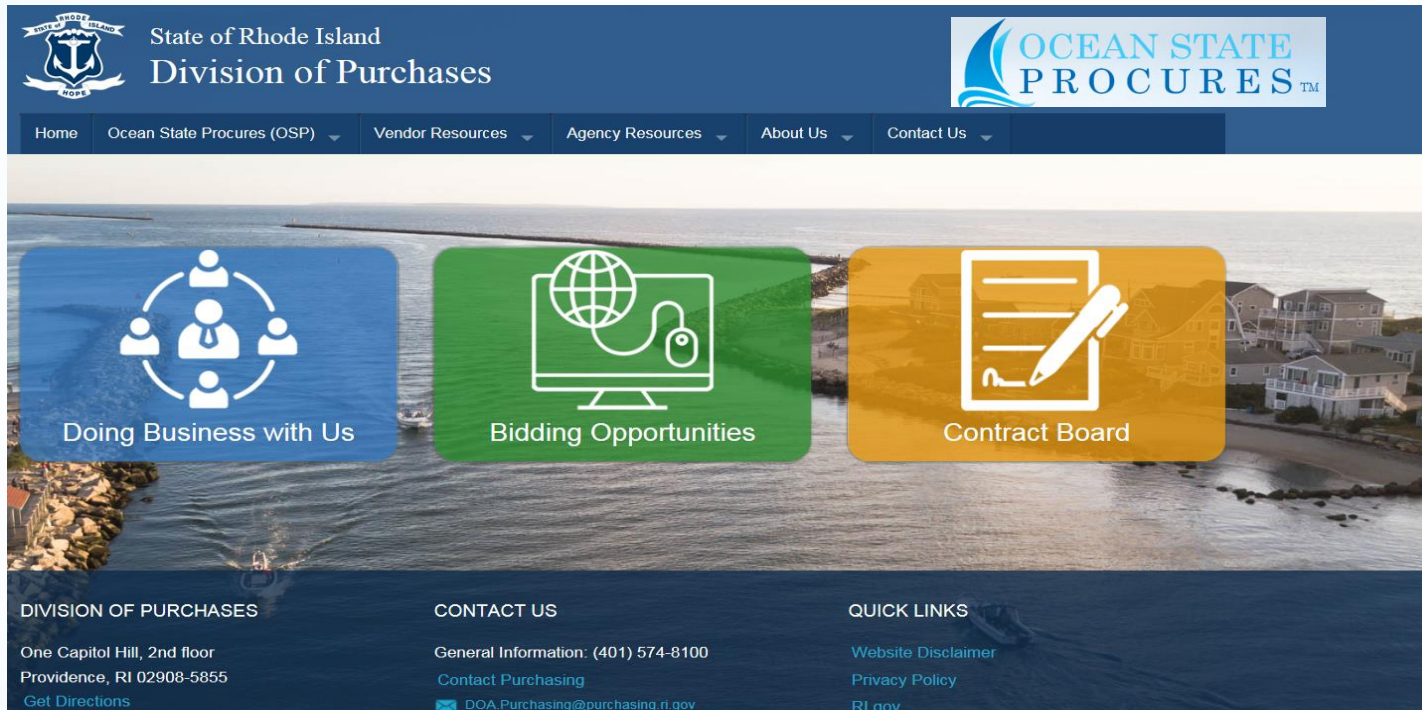


Nancy McIntyre, Purchasing Agent Michael Mitchell, Esq., Deputy Purchasing Agent

Ask me why I  #Ocean State Procures™ 



The screenshot shows the official website of the State of Rhode Island Division of Purchases. The header includes the state seal and the text "State of Rhode Island Division of Purchases" and "OCEAN STATE PROCURES™". A navigation bar contains links for Home, Ocean State Procures (OSP), Vendor Resources, Agency Resources, About Us, and Contact Us. The main content area features three large buttons: "Doing Business with Us" (blue), "Bidding Opportunities" (green), and "Contract Board" (orange). The footer provides contact information for the Division of Purchases, including the address, phone number, and email, as well as quick links to the Website Disclaimer, Privacy Policy, and RI.gov.

State of Rhode Island
Division of Purchases

OCEAN STATE PROCURES™

Home Ocean State Procures (OSP) Vendor Resources Agency Resources About Us Contact Us

Doing Business with Us Bidding Opportunities Contract Board

DIVISION OF PURCHASES
One Capitol Hill, 2nd floor
Providence, RI 02908-5855
Get Directions

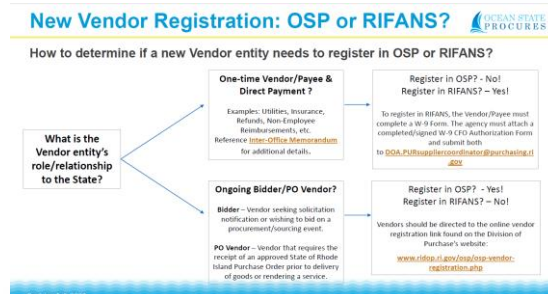
CONTACT US
General Information: (401) 574-8100
Contact Purchasing
DOA.Purchasing@purchasing.ri.gov

QUICK LINKS
Website Disclaimer
Privacy Policy
RI.gov



The banner features the "OCEAN STATE PROCURES™" logo and the text "Vendor Registration www.ri.gov". A large, stylized orange text overlay reads "Wish you were here!" with an arrow pointing towards the registration link.

OCEAN STATE PROCURES™
Vendor Registration
www.ri.gov
Wish you were here!



The flowchart titled "New Vendor Registration: OSP or RIFANS?" provides a decision tree for determining if a new vendor entity needs to register in OSP or RIFANS. It starts with the question "What is the Vendor entity's role/relationship to the State?" and branches into two main categories: "One-time Vendor/Payee & Direct Payment?" and "Ongoing Bidder/PO Vendor?". Each category further branches into "Register in OSP?" and "Register in RIFANS?".

New Vendor Registration: OSP or RIFANS?

How to determine if a new Vendor entity needs to register in OSP or RIFANS?

What is the Vendor entity's role/relationship to the State?

One-time Vendor/Payee & Direct Payment?
Examples: Utilities, Insurance, Refunds, Non-Employee Reimbursements, etc.
Reference: [State Office Memorandum](#) for additional details.

Ongoing Bidder/PO Vendor?
Bidder - Vendor seeking solicitation notification or wishing to bid on a procurement/procuring event.
PO Vendor - Vendor that requires the receipt of an approved State of Rhode Island Purchase Order prior to delivery of goods or rendering a service.

Register in OSP? - No!
Register in RIFANS? - Yes!

Register in OSP? - Yes!
Register in RIFANS? - No!

To register in RIFANS, the Vendor/Payee must complete a W-9 form. The agency must attach a completed/signed W-9 CPO Authorization Form and submit both to DOA.PURsuppliescoordination@purchasing.ri.gov

Vendor should be directed to the online vendor registration link found on the Division of Purchase's website:
www.ri.gov/online-vendor-registration.asp

Revised Feb 2020

Purchasing 101 – February 2020



Working with the Division of Purchases

Mission and Functions

- Purchases is the centralized procurement authority for the State of Rhode Island.
- Our goal is to obtain the best value for the taxpayer. This can be accomplished by providing an "equal playing field" for all potential vendors, enhancing opportunities for small businesses, minority/women owned businesses, and disability business enterprises, and by leveraging State purchasing power on all procurements.

Staff Structure and Workload

- 33 staff including 16 buyers
- Annually solicit over 1,000 bids which includes Request for Proposal (RFP), Request for Quote (RFQ) and Request For Information (RFI). This is non-inclusive of sole/single source requests, emergency procurements, mini-bids, grants and delegated authority procurements.
- Management of the life cycle of the contracts issued, e.g. change order process.
- Consultative services to agencies and vendors and MPA contract management.



Purchases Overview

- R.I. Gen. Laws §37-2-1, et. seq. “State Purchases Act”
- Working with the Division of Purchases
- Procurement Regulations and General Conditions of Purchase
- Public procurement concepts
- Determining the procurement method





Working with the Division of Purchases: More Info and Next Steps

- Purchases team concept
- BEACH – Agency Resources online. Continually updated with business processes, training materials, templates and guides.
- **HAND OUT**
Quick Start Guide to Procurement for Onboarding

What is procurement?

→ Procurement is the process of acquiring goods or services from an external party. Many functions of government involve contracting with private vendors. Several mechanisms exist to procure goods and services in Rhode Island, including request for quotes (RFQ), request for proposals (RFP), sole source, single source, master price agreement (MPA), and continuous recruitment MPA. For information on which type of procurement best fits your needs, access the Agency Resource Center (ARC) on the Division of Purchases website (link below).

Why is procurement important?

→ Procurement is an opportunity for your team to assess progress and consider opportunities for improvement. Your department should examine what it is contracting for, how those vendors are performing, and how this impacts your team's goals or performance. It's a chance to think about what might be done differently and what new solutions exist for the problem your team is trying to solve. Procurement is an important part of your team's strategy to achieve your mission and goals.

There seem to be a lot of procurement rules – Why?

→ Procurement rules are in place to ensure vendors have equal opportunity to do business with the state. Rhode Island procurement laws and regulations support transparency and level the playing field among potential vendors. To ensure no vendor is unfairly advantaged or disadvantaged, all potential vendors must have access to the same information at the same time about any solicitation. Sharing information with any one or select group of potential vendors, even inadvertently, risks disqualifying that/those organization(s) from bidding on the solicitation.

How do I get started? What resources are available to me?

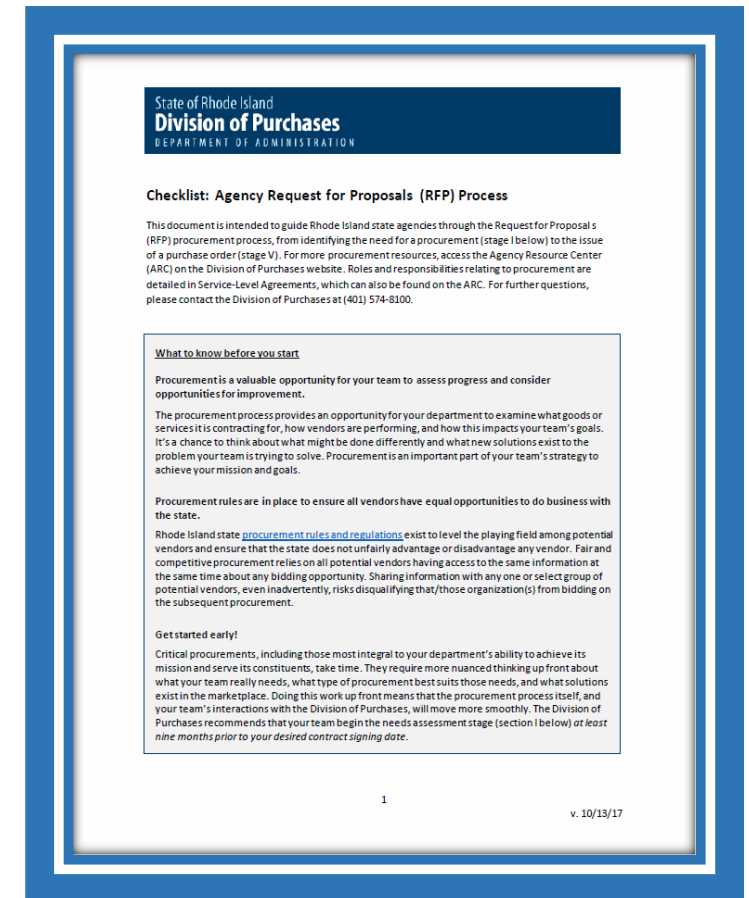
- **Get started early!** Critical procurements, including those most integral to your department's mission, take time. They require nuanced thinking about your team's needs, what kind of procurement best suits those needs, and what solutions exist in the marketplace. Doing this work up front allows the procurement process to move more smoothly. Purchases recommends beginning the process at least nine months prior to the desired contract signing date for an RFP, as an RFP typically involves conducting a needs assessment (2 mos.), drafting a solicitation (1 mo.), posting the solicitation (2 mos.), scoring proposals (2 mos.), and issuing an award (2 mos.).¹ Purchases recommends the RFQ process be initiated at least 3 months prior to the desired contract signing date.
- **Begin with an assessment of your team's needs and relevant policy considerations.** After consulting your leadership and agreeing to pursue a procurement, the process begins by articulating your business need – the objective your team is trying to accomplish. By expressing in writing what success looks like before you ask vendors to help get you there, you are better able to make objective decisions that best serve the state's needs. At a minimum, consider these questions:
- ☐ What is the challenge, innovation, or change that this procurement will address?
 - ☐ What would you like the solution to achieve? What benefits will come from implementing it?
 - ☐ How will you measure how well the good or service procured solves the problem at hand?
 - ☐ How will solutions used to address this problem elsewhere inform this procurement?
 - ☐ What is your budget? Are there other constraints for this purchase that need to be considered?
- **Agency Resources:** The BEACH contains materials that departments may find helpful for procurement, such as templates, checklists, training materials, and policies. Access the BEACH at: <https://www.ridop.ri.gov/agency-resources/>
- **Rhode Island Division of Purchases:** The Division of Purchases can assist you with the procurement process. Contact the Division of Purchases at (401) 574-8100.

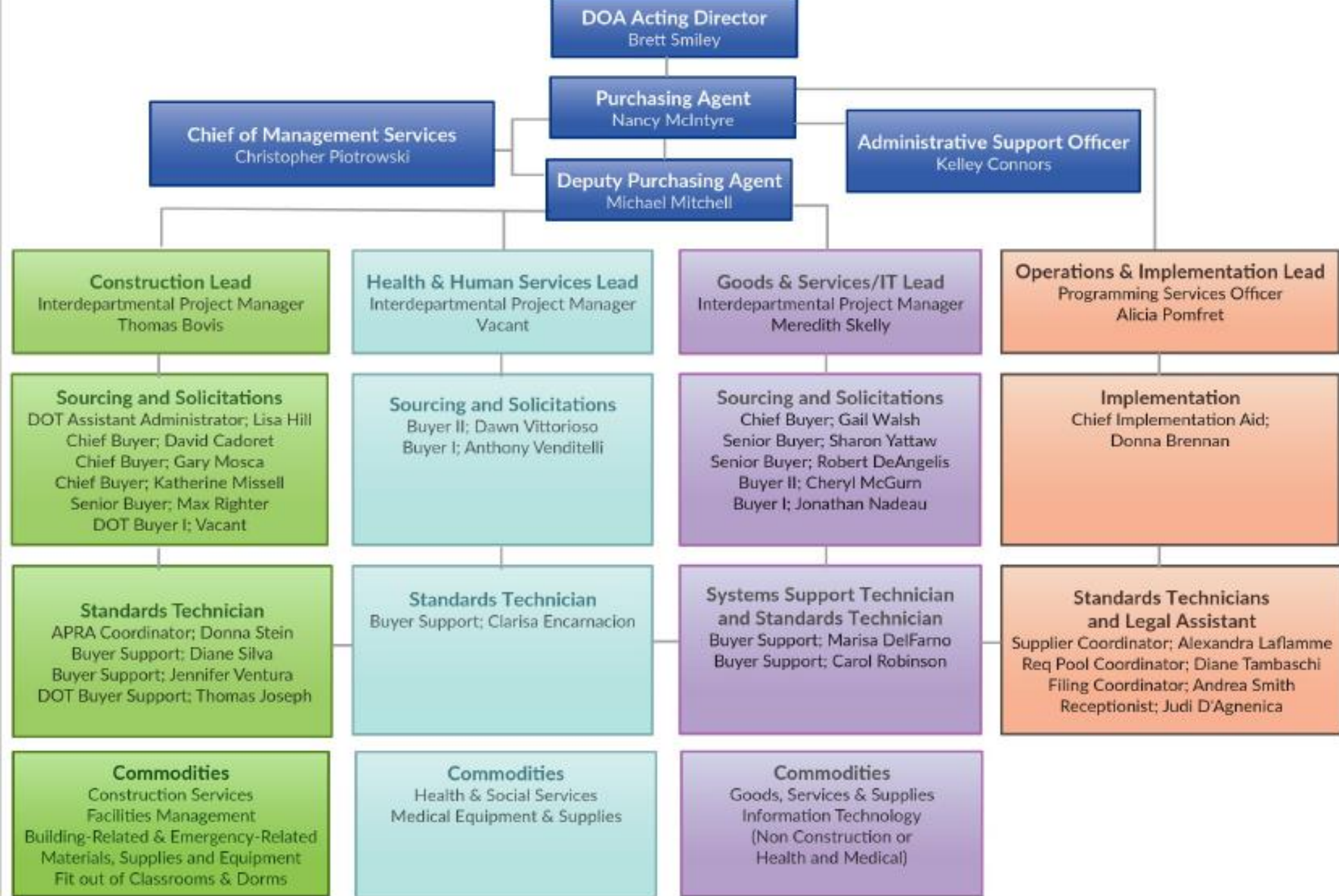
¹ Timelines are approximate and are intended for planning purposes only.



Working with the Division of Purchases: More Info and Next Steps

- The Purchases website is a valued resource for agencies to use in reviewing posted solicitations, MPA user guides, and general Purchases information, rules, Procurement Regulations and legislation.
- Always use the most recent version of templates, forms and tools.
- *Recommended Read at the BEACH is the [Check list for RFP Process](#)*







Working with the Division of Purchases: Benefits of Agency Partnerships

An upfront investment in strategy and needs assessment, and Purchases partnership, can lead to a more effective and timely procurement process.

- For best outcomes:
 - Upfront needs assessment
 - Open dialogue with stakeholders
- Cooperative procurement planning reduces delays caused by:
 - Bid protests/legal challenges
 - Unclear agency objectives and strategy
 - Poor or overly ambitious timeline management at agency level
 - Insufficient funding



Some Procurement Perspective...



**How the Agency
explained it**



**How the Project
Manager understood it**



**How the Engineer
designed it**



**How the Program
Manager wrote the RFP**



**How the Agency
Director described it**



**How the CERF approvals
were documented**



**How the Vendor
installed it**



**How the Vendor
invoiced it**



**How RIFANS supported
it**

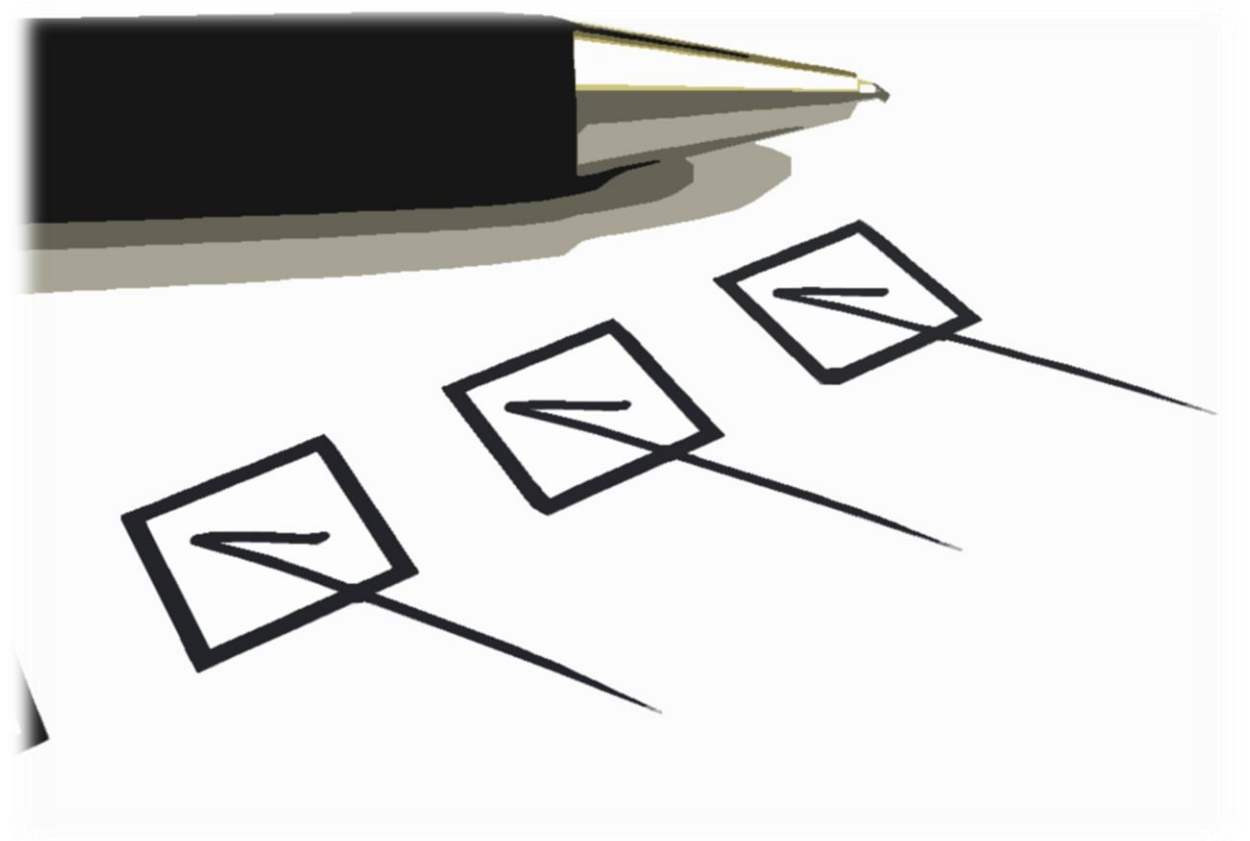


**What the Agency really
needed**



Public Procurement Concepts

- Full & open competition
- Transparency
- Established procedures
- Support of socioeconomic goals





DOA / Purchases Shortcuts: Master Price Agreements “MPA”

- Universal need for goods / services
- Create your own release / direct purchase order -
Read MPA user guide specific to the MPA - \$0 (zero dollar) purchase agreement requisition often required
- Multi-state cooperative agreements (NASPO, Sourcewell, US Omnia)
- MPAs listed on www.purchasing.ri.gov



Working with the Division of Purchases: Procurement Methods

Option	Description	Application	Timing
Master Price Agreement (MPA) Multiple award	<ul style="list-style-type: none">• Solicited as RFP or RFQ• Universal need for goods or services• Provides agency access to qualified vendors• Caps for pricing• Caps for project cost	<ul style="list-style-type: none">• Agency expedited process• May provide agency opportunity for mini-bid• 3 quotes	<ul style="list-style-type: none">• Similar to an RFP/RFQ• Award may be issued for multiple years with renewal options
Continuous Recruitment (CR) Multiple award	<ul style="list-style-type: none">• Prequalified vendor list• Vendor proposal submission is ongoing	<ul style="list-style-type: none">• May also be an MPA	<ul style="list-style-type: none">• Ongoing solicitation that allows vendor entry to the qualified list over a greater length of time (exceeds the RFP/RFQ 28-day timeline)



Small Purchase Delegated Authority and Delegated Authority Explained

Small Purchase Delegated Authority

- Amounts between \$500 and \$5000 for goods & services
- Amounts between \$500 and \$10,000 for construction services
- Use of MPA, MBE/WBE and local vendor when possible

Delegated Purchase Authority For Agencies

- Request for limited delegated authority to DOA Director as Chief Purchasing Officer
- Authorization letter from DOA Director/Chief Purchasing Officer
- Program/Agency specific



Architectural, Engineering, or Consultant Services *Under \$20,000* (R.I. Gen. Laws §37-2-69)

- Agency obtains 3 written quotes
- Agency recommends award to lowest responsive, responsible bidder
- Every effort should be made to contact Rhode Island vendors and at least one Minority Business Enterprise (“MBE”) vendor
- Agency sends requisition, quotes, and recommendation to DOA / Purchases
- DOA Director has final approval



Small Purchases: Delegated Authority

Do Not Artificially Divide Procurement





If there is no MPA/CR and need does not fall within Small Purchases Delegated Authority, *Interface with DOA / Purchases*

The Purchase Requisition:

Statement of Need (*Tell us what you want.*)

- Created on-line in RIFANS
- Provides a funding source
- Provides a description of goods/services
- Authorizes the Purchasing Agent to act on behalf of the agency



Methods of Public Solicitation

- Request for Quotations: **RFQ**
- Request for Information: **RFI** – No Award
- Request for Proposals: **RFP**



Public Procurement Concepts: Responsive

- A proposal (bid) which conforms in all material respects to the solicitation.
- Determination takes place at the time of offer evaluation.



Public Procurement Concepts: Responsibility

Offeror has the capability, in all material respects, to perform the contract.

Capability includes:

- Experience
- Integrity
- Reliability
- Capacity
- Facilities
- Equipment
- Financial resources & management capability



Working with the Division of Purchases: Procurement Methods

Option	Description	Application	Timing
RFQ: Awarded to lowest responsive responsible bidder	Fixed, limited scope of work	Goods, construction	<ul style="list-style-type: none">✓ 28 days posting✓ 1 – 2 week for review✓ 21 days for tentative award (<i>Construction</i>)✓ 7 days purchase order issued. Important: No work to commence without a purchase order



RFQ

Specifications – specific as to performance / design. Failure to adhere to all specifications results in bid being rejected.

Bid Opening – public, all data available to other bidders

Evaluation – based exclusively on technical specifications

Discussion – yes or no on meeting specification

Changes – none; no discussions

Award – lowest responsive & responsible offer



Working with the Division of Purchases: Market Research Options

The RFI is used to gain expertise from industry leaders:

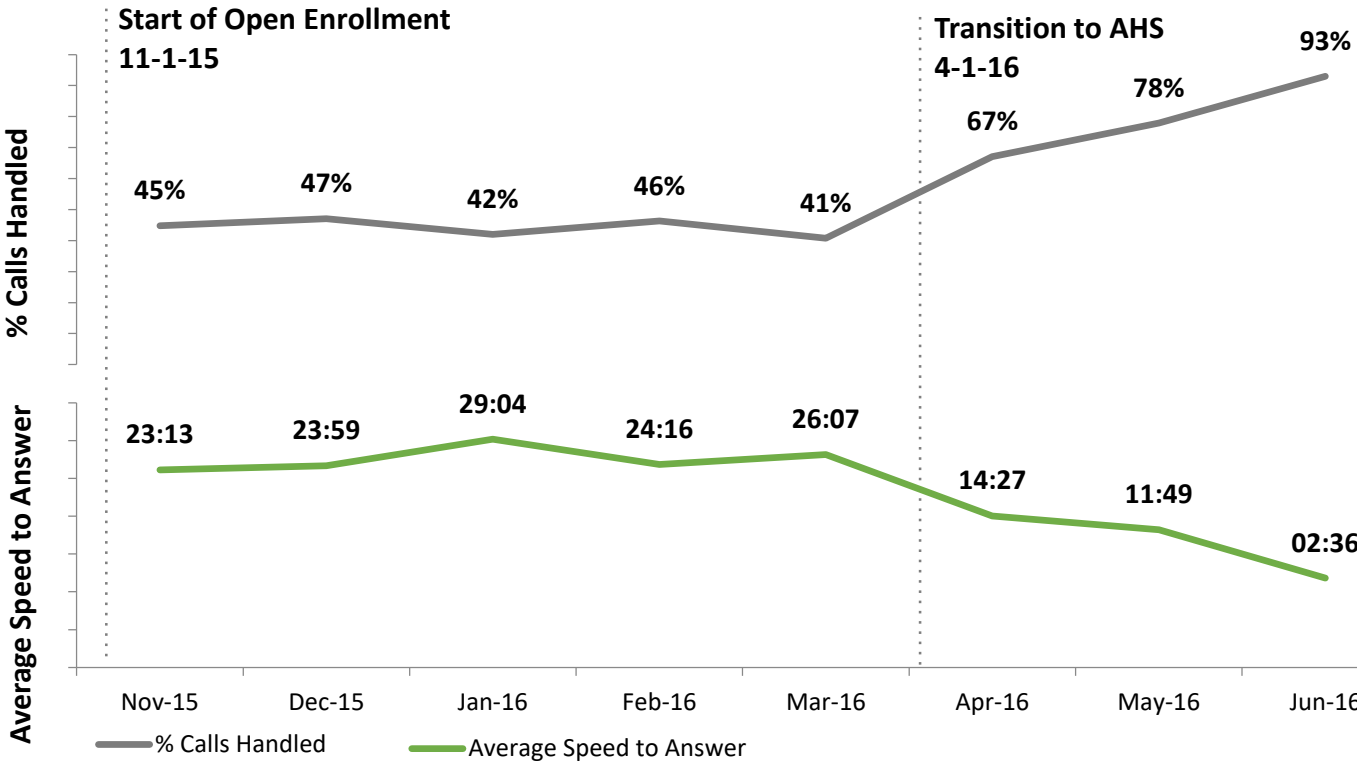
Option	Description	Application	Timing
RFI: No award	Collects written information about the capabilities of the market Interview/demo is an additional option available Information used to develop robust, on-target RFP scope of work	When agency wants additional information on available services and providers before designing RFP Way to signal vendor interest in service area	✓ Posted for 28 days ✓ 1-2 month review ✓ Allow adequate time to develop RFP that incorporates discoveries from RFI



Contact Center Volume and Service Levels

November 2015 - June 2016

<http://www.purchasing.ri.gov/bidding/BidDocuments.aspx?BidNumber=7549521&Isridot=False&Status=Canceled>



Call Volume by Month	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Inbound Calls	39,502	58,786	62,210	50,472	49,851	40,317	29,063	29,698
Calls Handled	17,688	27,664	26,135	23,358	20,334	27,029	22,638	27,625
% Calls Handled	45%	47%	42%	46%	41%	67%	78%	93%
Service Levels								
Average Abandonment Rate	45%	44%	50%	46%	51%	32%	22%	7%
Average Speed to Answer	23:13	23:59	29:04	24:16	26:07	14:27	11:49	02:36
Average Handle Time	19:10	21:37	19:27	17:59	16:55	17:39	14:32	12:53
*% Calls Handled includes customers electing to receive a callback within 24 hours as of April 2016 (transition to AHS)								



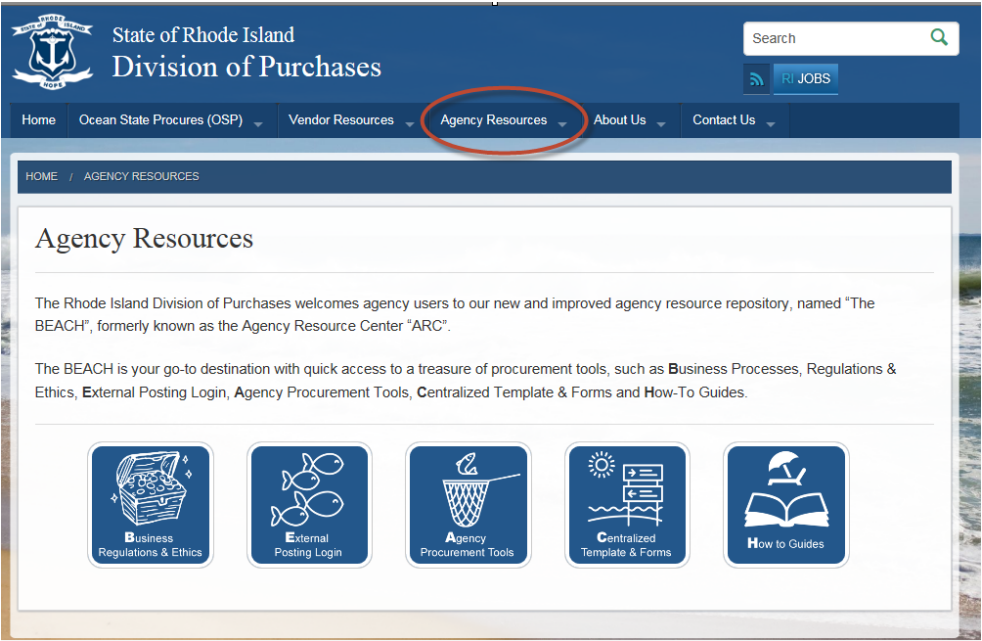
Working with the Division of Purchases: When and How to Partner on an RFP Project

- RFP services should be rebid **12 months prior** to contract expiration
- Review and update **scope of work/specifications**
- Review and update **evaluation criteria**
- Consider an RFI for thorough **market research**
- Consult with Purchases upon approved scope of services at agency
- Prior to submission of a requisition for solicitation posting, discuss with Purchases **the associated scheduling and buyer availability**



Working with the Division of Purchases: More Info and Next Steps

Agency RFP Planning Tool. Get it online at the new Agency Resource, the ‘BEACH’



STRATEGY AND NEEDS ASSESSMENT *Performance improvement worksheet*

1. What are the most important goals our agency, division, or unit is trying to accomplish this year?	5. In human services, who generally is the target population? Are there specific sub-populations for whom we should prioritize getting better outcomes? Why or why not?
2. How does this purchasing opportunity contribute to achieving these goals?	6. What does prior experience, research evidence, and/or stakeholder input suggest about strategies most likely to improve results?
3. What data, information, or analysis do we have – or is needed – to fully understand what is, and is not, working well today?	7. How ready is the community of vendors to offer solutions likely to improve results? Do we need to prompt familiar vendors to generate different solutions? Do we need to expand the vendor community beyond the typical respondents?
4. To accomplish these agency goals, what needs to change in what services are available or how services are delivered? Why?	



Working with the Division of Purchases: Procurement Methods

Option	Description	Application	Timing
RFP: Awarded on best value	Incorporates a defined scope of work Technical and cost component Technical review team scores proposals based on expertise	Typically services based When technical expertise is critical to the project	✓ 28 days posting ✓ 1 – 2 months technical review ✓ 21 days for tentative award ✓ 7 days purchase order issued. Important: No work to commence without a purchase order



Request For Proposals “RFP”

Did you know?

Purchases created a check list to guide you through the RFP Process. The “BEACH” should be accessed each time you draft an RFP to ensure the most current version of the RFP Template and RFP Checklist are used.

- Government knows end result. Solicitation to determine best approach to resolution
- **Evaluation Criteria:** Experience, approach, methodology, work plan & cost; subjective - sliding scale
- **Cost or budget justification**
- **Specifications** – end results oriented by statement of work
- **Bid Opening** – offers are acknowledged; no details discussed
- **Evaluation** – weighted values on multiple criteria (usually technical 70%, Cost 30%)
- **Discussion** – among review team and offeror
- **Changes** – offeror’s ideas may be used in best and final round
- **Award** – best value, maybe not lowest price



Purchase Order / Contract Award

- **Standard Purchase Order:**

- Total award \$ specified
- Funds encumbered
- **Blanket Purchase Agreement:**
- Capped
- Term stated
- Lines established with unit price and unit of measure
- Funds encumbered at release “Blanket Release”

- **Contract Purchase Agreement:**

- \$ capped
- Term stated
- No lines in RIFANS on a contract purchase agreement
- Funds encumbered at release (contract release identified as Standard Purchase Order in RIFANS with supplier site of “99”)

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

Rosemary Booth Gallogly, Director
One Capitol Hill
Providence, RI 02908-5890

Office: (401) 222-2280
Fax: (401) 222-6436
TDD: (800) 745-5333

June 1, 2010

SUBJECT: Procurement of Goods and/or Services with the State of Rhode Island

Dear Vendor:

As you are aware, the State of Rhode Island has centralized the vendor payment process into the Office of Accounts and Controls within the Department of Administration. As part of the centralization, all state agencies must ensure that all procurements for goods and/or services are placed on a purchase order issued by the Division of Purchasing to ensure that payments are made in a timely fashion.

Over the last year, the Governor's Office of Economic Recovery and Reinvestment has been monitoring procurement activity as part of its compliance program under the American Recovery and Reinvestment Act

Goods/Services Memo

binding on the state or any agency thereof unless approved by the Department [of Administration] or made under general regulations which the Chief Purchasing Officer may prescribe." Under State Purchasing Regulation 8.2.1.1.2, "Any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state."

The state's goal when it chose to implement centralized processing was to ensure compliance with all state purchasing guidelines and proper tracking of payments, resulting in timely payments. We are asking for your help in complying with the purchase order requirements by ensuring that you are provided with an approved purchase order prior to providing any goods or services to any state agency.

Thank you for your assistance. We look forward to working with you in the future.

Sincerely,
Rosemary Booth Gallogly
Rosemary Booth Gallogly, Director
Department of Administration

cc: Agency and Department Directors
Agency and Department Chief Financial Officers
Division of Purchasing Staff
Division of Accounts and Control Staff
Janis McDonald, Governor's Office



Change Orders Issued by DOA/ Purchases

220-RICR-30-00

Procurement Regulations § 8.1-Definitions

- 8.1.A "Change order" shall mean a written authorization signed by the purchasing agent directing or allowing the contractor to proceed with changes, alterations, or modifications to the terms, conditions, or scope of work on a previously awarded contract. See, R.I Gen. Laws §§ 37-2-7(2) and 37-2-7(7).

Procurement Regulations 8.7-Changes to Purchase Orders

- 8.7.A All agreements and changes to scope of work, price, or other terms shall be incorporated into purchase orders via "change order" documents incorporating contract amendments.
- 8.7.B Change Orders issued by the Office of Purchases shall be the only binding documents which may create a change in a purchase order.
- 8.7.C Personnel shall not commit the state to technical/contractual changes to purchase orders without first securing all necessary approvals.
- 8.7.D All discussions of potential changes (oral or written) may be disclaimed as not being binding on the supplier or the state until formally incorporated in the purchase order.
- 8.7.E In general, change orders shall be issued by the Office of Purchases following receipt of quotations and discussions of price and delivery with the supplier. If circumstances preclude immediate issuance of a formal change order, interim direction to the supplier may be made via a letter of authorization signed by the Purchasing Agent.
- 8.7.F Any request for retroactive approval of a change order valued at less than one hundred thousand dollars (\$100,000) must be submitted to and approved by the Purchasing Agent. Any request for retroactive approval of a change order valued at more than one hundred thousand dollars (\$100,000) must be submitted to and approved by the Chief Purchasing-Officer.



Sole Source Awards R.I. Gen. Laws § 37-2-21(a)

What is a Sole Source?

A sole source procurement is a procurement where only one source is practicably available for the goods or services required.

What is a Single Source?

A single source procurement is one in which two or more vendors can supply the commodity, technology and/or perform the services required by an agency, but the State agency selects one vendor over the others for reasons such as expertise, availability, critical need or previous experience with similar contracts.

What do I need to submit
with a Sole Source or a
Single Source?

Submit justification form
with requisition
[Get it online at the
"BEACH"](#)

Detailed response for every
justification question
required



Emergency Procurements R.I. Gen. Laws § 37-2-21 (b)

- Exists a threat to public health, welfare or safety
- Written detailed description of the basis for the emergency required
- Inadequate anticipation of need shall not be considered justification for “emergency” purchases
- Repairs are limited to only those necessary to address the emergency situation.
- Submit all vendor invoices and requisitions ASAP

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
DIRECTOR'S OFFICE

INTER-OFFICE MEMORANDUM

TO: Directors
Key Personnel
Chief Financial Officers

FROM: Rosemary Booth Gallogly
Acting Director/Chief Purchasing Officer
Department of Administration

DATE: March 30, 2010

SUBJECT: Emergency Procurements

We have been working on formalizing the "Emergency Procurement" procedures, however, due to the current circumstances I am providing this information to guide your agency in procuring necessary goods and/or services. Please be reminded of the applicable laws and regulations related to emergency purchases. The Division of Purchases is available to assist

contractor, shall be included in the contract file.

In addition, please be aware of Purchasing Rules 9.6 which deals with emergency purchasing. (copy attached hereto)

The above cited law and regulations must be strictly adhered to as purchases are made on an emergency basis. Please make sure that the laws and regulations have been reviewed by the appropriate individual/individual(s) in your agency to assure that all emergency procurements are made in accordance with these laws and regulations.

Whenever possible agencies should utilize vendors on the Master Price Agreements (MPA) and Agency Price Agreements (APA). Purchasing is available to assist in making your procurement and guiding your Division to make the necessary purchases in the most efficient and cost effective manner consistent with state laws and regulations.

Emergency Procurements



Delegated Purchase Authority for Agencies

220-RICR-30-00-2

- **2.2.C.1** - Delegated Purchase Authority shall mean the transfer of Purchasing Authority from the Chief Purchasing Officer or the Purchasing Agent to another state official in accordance with the provisions and limitations of R.I. Gen. Laws § 37-2 and the regulations set forth herein.
- **2.2.C.1.d.(1)** - All delegated purchasing authority shall be specific as to:
 - (1) The names and titles of individuals authorized by an agency director to commit funds on behalf of his agency
 - (2) The accounts, commodities and levels of expenditures for which the agency director authorizes individuals to commit funds
- **2.2.C.1.d.(2)** - All delegated purchases authority shall be specific as to the accounts, commodities and levels of expenditures for which the agency director authorizes individuals to commit funds.
- **2.2.C.1.f.** The implementation of Delegated Purchasing Authority shall be monitored by the Purchasing Agent and the State Controller. If at any time a user agency is deemed to be in violation of purchasing rules, regulations, policies and procedures, the Chief Purchasing Officer or the Purchasing Agent, with the approval of the Chief Purchasing Officer, may revoke any Delegated Purchasing Authority privilege which has been previously granted.
- Delegated purchase authority **may be revoked** if at any time a user agency is deemed to be in violation of purchasing rules and Procurement Regulations, policies and procedures.
- Purchase order, batch payment, - must be outlined in the request for delegated purchase authority.
- Subject to review by Bureau of Audits.



Agency Specific Delegated Authority

- Requisition
- Delegated authority letter
- Vendor-agency agreement
- Send to Director of Administration/Chief Purchasing Officer





GRANTS

220-RICR-30-00-10

- 10.1.C "Grants" shall mean monies provided by the state to or on behalf of individuals or entities to underwrite specific costs of services or programs. Although grants may be distributed for specific purposes, payment is not based upon supply of specific units of service or products.
- 5.3.C. Grants in the form of general subsidies or assistance shall be administered by state agencies in accordance with legal mandates restricting or defining the use of such funds.
 - \$ distributed specified in grant
 - \$ distributed by formula
 - \$ distributed by competition
 - Requisition to DOA/Purchases with supporting documentation
 - Delegated authority letter required in many cases



Poor Vendor Performance

The Deficiency / Complaint Process

- Agency attempts to resolve first
- Notify DOA / Purchases if unresolved
Complaint form available at the "BEACH"
- Resolution: compromise, suspend, debar, legal action



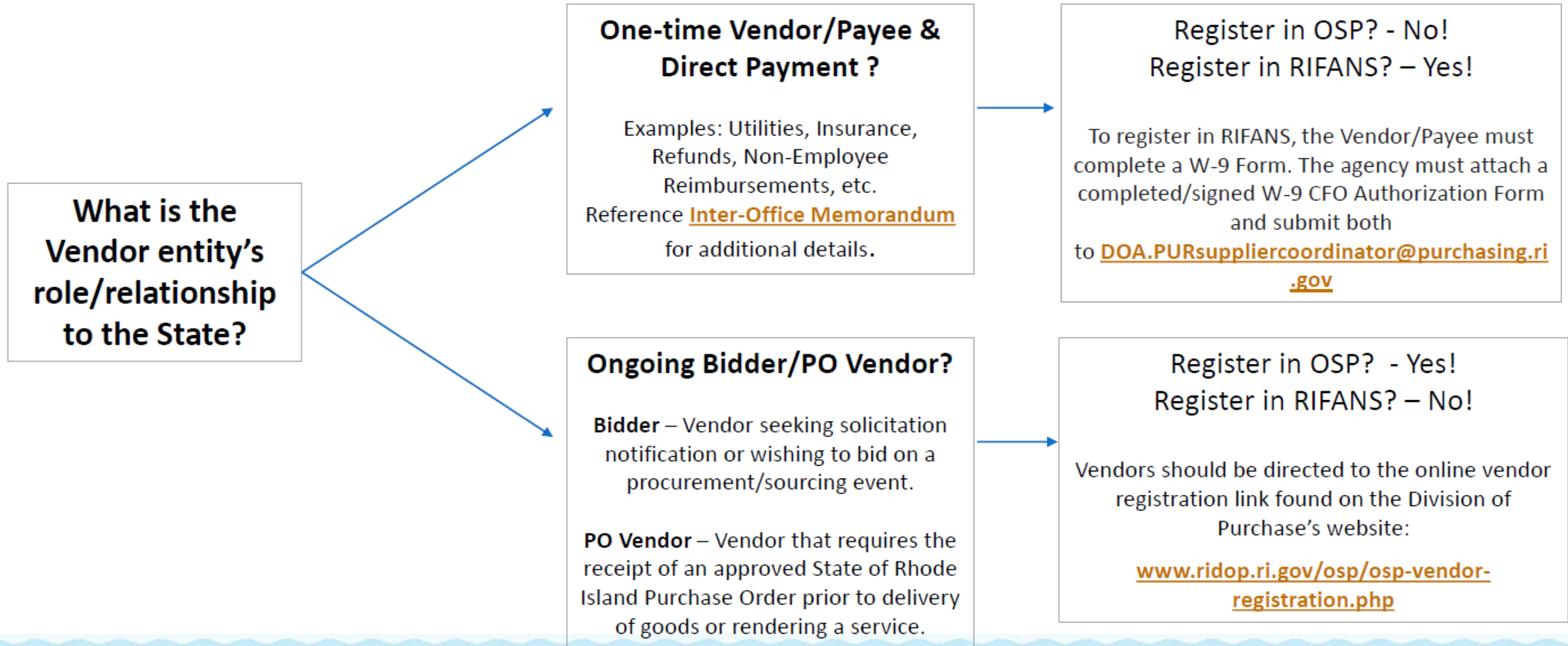
Working with the Division of Purchases: Recently Launched



- New online eProcurement System, Ocean State Procures, acronym “OSP”, implementation of agencies, contracts and vendors in waves by invitation
- Branding of Ocean State Procures – new logo above
- Rolled out to Pilot Agencies during first wave of implementation (User Acceptance Training, Workflow Approvals, APA Vendor Registration and Contract Migration)
- Migration of non-pilot agencies and APA Contracts in process
- MPA Contracts on OSP Contract Board (Legacy MPA Functionality is deactivated) – APA Contracts coming to Contract Board next
- Communications from RI Division of Purchases & “The Wave” newsletters
- Vendor registration open to all Vendors – Post Card Campaign
- Agency New Vendor Registration Determination Guide and FAQs (next slides)

New Vendor Registration: OSP or RIFANS?

How to determine if a new Vendor entity needs to register in OSP or RIFANS?

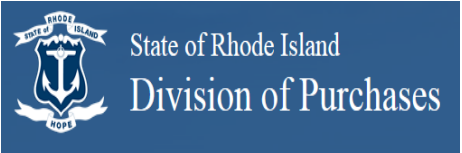


New Vendor Registration: OSP or RIFANS?

- **Frequently Asked Questions**
- **What are the various types of one-time/direct payments?**
 - A sample list of payment types is available in the latest [Inter-Office Memorandum](#) on RIFANS Direct Pay Documents.
- **What if a vendor indicates that they are already registered in the RIFANS system? What do they need to do?**
 - It depends on the transaction they need processed:
 - If they are a one-time/direct payment vendor with an existing RIFANS registration, they are all set.
 - If they are a vendor with an active or to-be-issued purchase order in RIFANS, they need to also register in OSP because their purchase orders will be transitioned to OSP.
 - If a vendor has one-time payment(s) and a purchase order(s), they need to register in OSP. *While this situation is not common, it is a possibility.*
- **What if a vendor/grantee with an active purchase order, or to-be-issued purchase order, indicates that they are already registered in the RIFANS system?**
 - They must fully register in OSP.
- **What if I am still not sure whether a vendor/grantee should register in RIFANS or OSP?**
 - Please contact our Supplier Coordinator for further guidance at DOA.PURsuppliercoordinator@purchasing.ri.gov



Working with the Division of Purchases: New Website

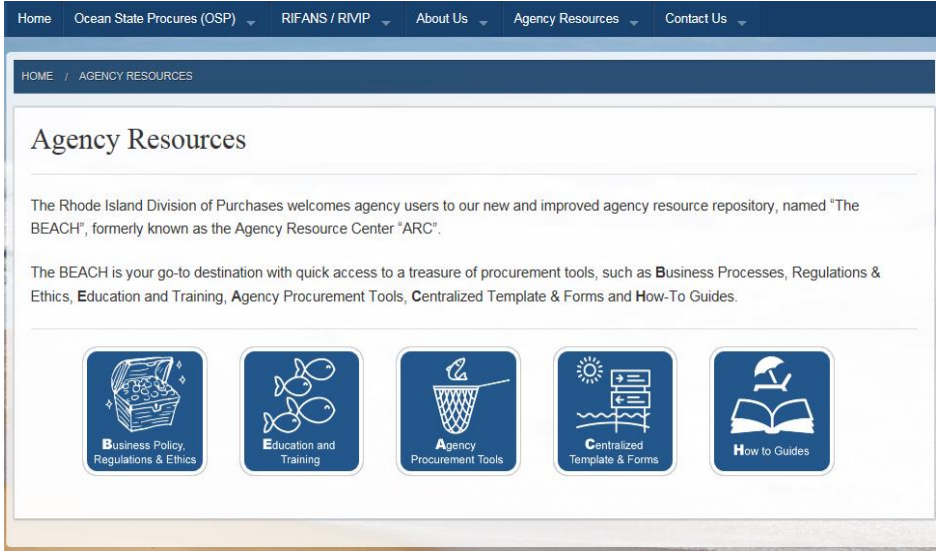
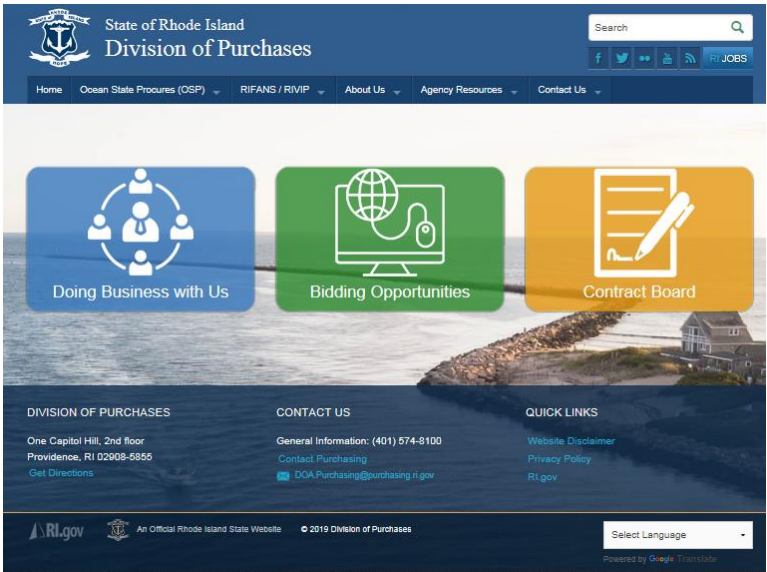


New Purchases Website

3 Key Areas

Smart Phone Use

Agency Resources go to the BEACH



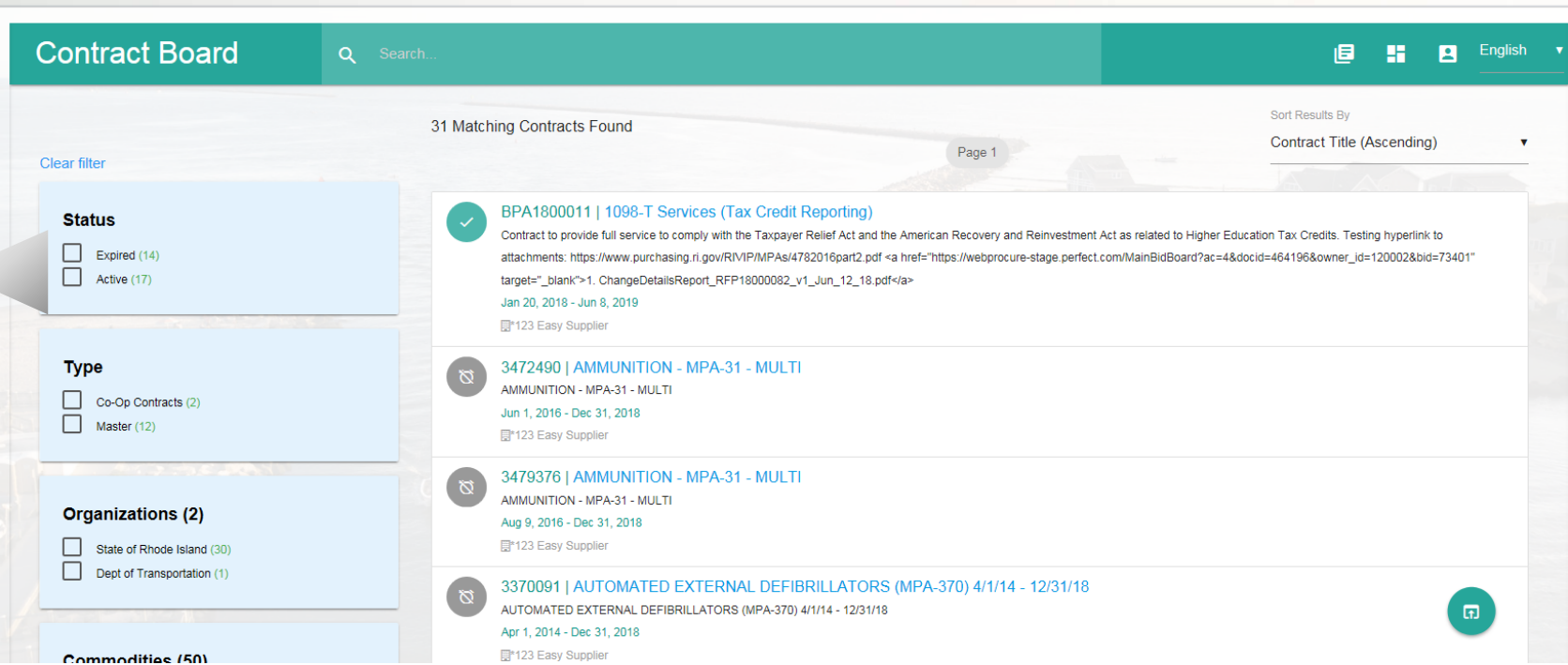
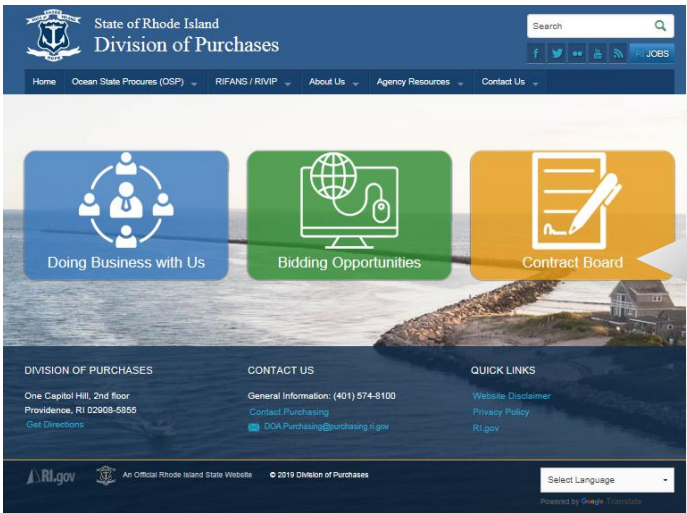


Working with the Division of Purchases:



OSP Contract Board - MPAs are Live

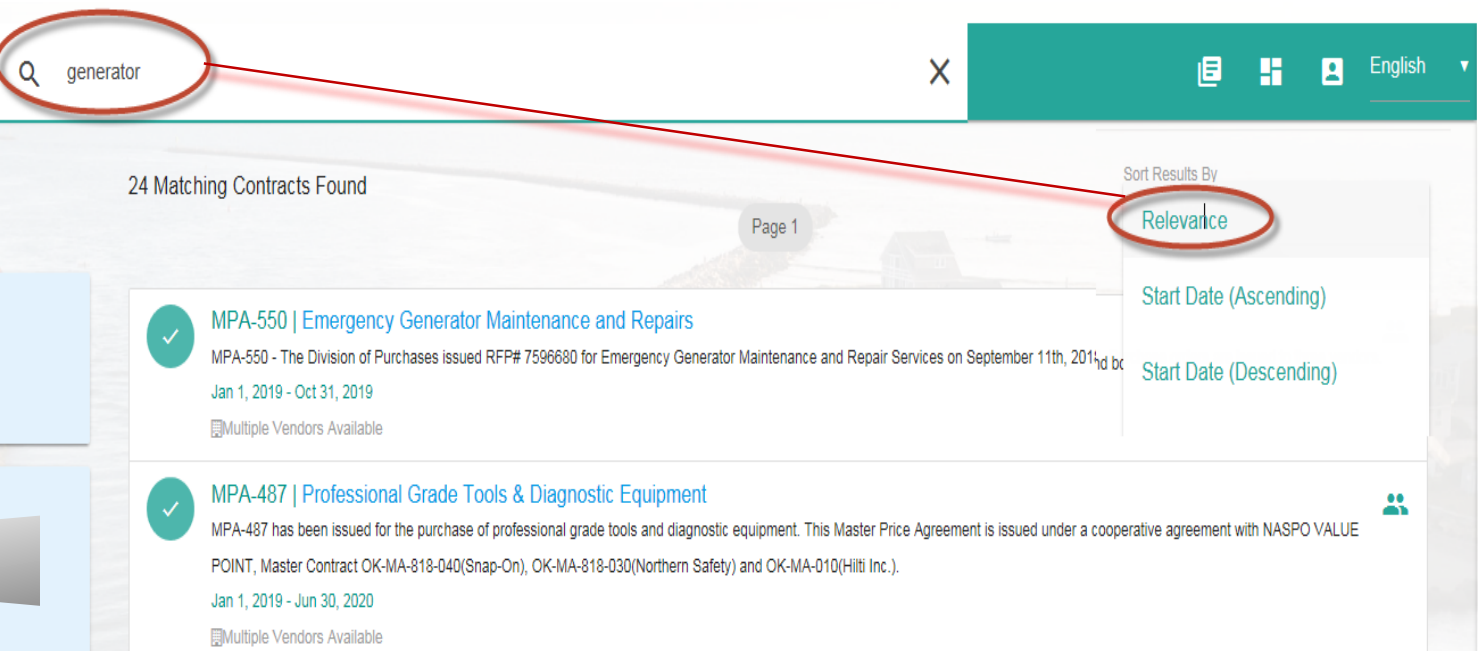
APAs Coming Soon





MPA Search Tips

Contract Board Icon dropdown provides the Contract Board and How To Search Video and Guide Plus Active MPA Report of each MPA award in filter-ready excel format (weekly update)





MPA User Guides are Posted to the Contract Board

- *Note that User Guides are not accessible in the Contract Board (not in RIFANS)*



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website: www.purchasingri.gov



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CONTRACT USER GUIDE WATER, BOTTLED AND COOLERS MASTER PRICE AGREEMENT ("MPA") #165 BID SOLICITATION # 7549941 CONTRACT TERM 12/1/2015 – 11/30/2017 WITH 1 RENEWAL OPTION FOR ONE 2-YEAR TERM AT THE SOLE OPTION OF THE STATE

BACKGROUND:

This Master Price has been issued for the purchase of bottled water and water coolers from DS Waters of America Inc.

CONTRACT SUMMARY:

The contract term is 12/1/2015 – 11/30/17 and has one two-year renewal option allowed at the State's discretion per the MPA Bid Solicitation.

WHAT'S NEW:

- **\$0.4 tax on beverage containers that are not refillable has been added to line 19.1 on the purchase agreement.**
 - o It does not apply to reusable and refillable beverage containers (CHAPTER 44.44.3).
- **REQUEST MATRIX ATTACHED ON PAGE 4**
- This is a new vendor to this MPA: DS Waters of America Inc.
- Line 18 has been added to the blanket for **5 Liter Bottles** (24 bottles per case), this size accommodates emergency kits (or lunch box).

WHO CAN USE THIS CONTRACT:

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

AGENCY INSTRUCTIONS

CENTRALIZED AGENCY NEW CONTRACT INSTRUCTIONS

- Centralized Agencies are those agencies that are currently on the electronic Poland Springs billing (via Accounts & Control)

- Agency should set up a new release against blanket purchase order # 3445423 to DS Waters of America Inc. for existing delivery locations.
- Submit the release to Louise Sawtelle/Office of Accounts and Controls via email for processing
- Louise Sawtelle (Accounts and Control) will provide a template to be filled by the agencies.
- Once the release and template has been processed and confirmed by Accounts and Controls the agency can arrange for delivery.
- For new account set up and delivery schedule contact

Kimberly Dyer, Key First Delivery Orders (new openings/contract questions)

Tel: 470-494-4987, email: kdyer@dsservices.com

- Delivery slip/ticket information is located on the vendor website www.water.com
 - o To create an online account please follow the instructions on the **page 4**.
 - o Please contact Louise Sawtelle for account #
 - o Allow 48hrs for updated delivery tickets to appear online

Follow the All Non Centralized User Agency Instructions below

NON-CENTRALIZED AGENCIES NEW CONTRACT INSTRUCTIONS:

- For initial account setup and delivery, contact:
- Kimberly Dyer, Key First Delivery Orders (new openings/contract questions)
Tel: 470-494-4987, email: kdyer@dsservices.com
- Provide as much of the below information as possible:
 - o Ship to Address
 - o Billing Address
 - o Ship to Point of Contact/ Phone #:
 - o Billing Point of Contact/ Phone #:
 - o First Delivery Order (# of coolers, # of bottles, etc.)
- Delivery slip/ticket information is located on the vendor website www.water.com
 - o To create an online account please follow the instructions on **page 4**.
 - o Account # should be listed on your last invoice or to obtain your account # contact Kimberly Dyer, Account Manager Tel: 470-494-4987, email: kdyer@dsservices.com
 - o Allow 48hrs for updated delivery tickets to appear online

- Follow the All User Agency Instructions below

ALL USER AGENCY INSTRUCTIONS:

1. New award action required (see new contract instructions on next page):
 - Agencies are responsible to ensure that DS Waters installs new equipment prior to Nestlé's removal date to ensure continued supply.
2. Nestlé Waters removal action required:
 - Nestlé Waters will stop deliveries going forward to all of the agencies, this will allow the month of December to use the water agencies have on hand.
 - Nestlé will begin picking up their equipment the week of January 4th.
 - Agencies are responsible to coordinate dates and times with Nestlé.
 - Nestlé cannot give credits for full bottles, so each location should try to use up all existing water supplies before transitioning even if they are using Nestlé water on the Belmont Springs cooler.
 - Nestlé will leave the existing pricing in effect through December 31, 2015 to support the transition time.
 - Agencies that have further questions can reach out to Nestlé's account manager Lisa Schmit via telephone: (774) 406-6939 or email: Lisa.Schmit@waters.nestle.com

VENDOR AWARD CONTACT INFORMATION:

Purchase Order # 3445423
Vendor Name: DS Waters of America Inc.

Contact Name: Kimberly Dyer
Key First Delivery Orders (New account openings/contract questions)
Cell: 470-494-4987
Email: kdyer@dsservices.com

Emergency Contact: Thomas Bauer, Director of Sales
Tel: 214-213-0364
Email: tbauer@dsservices.com

Operations Manager: Brian Youmans
Tel: 774-226-3672
Email: BYoumans@dsservices.com

Operations: Chris Silva
Email: ccsilva@dsservices.com

DIVISION OF PURCHASES CONTACT:

Name: Sharon Louro
Title: Buyer I
Tel: 401-574-8152
Email: Sharon.Louro@purchasing.ri.gov

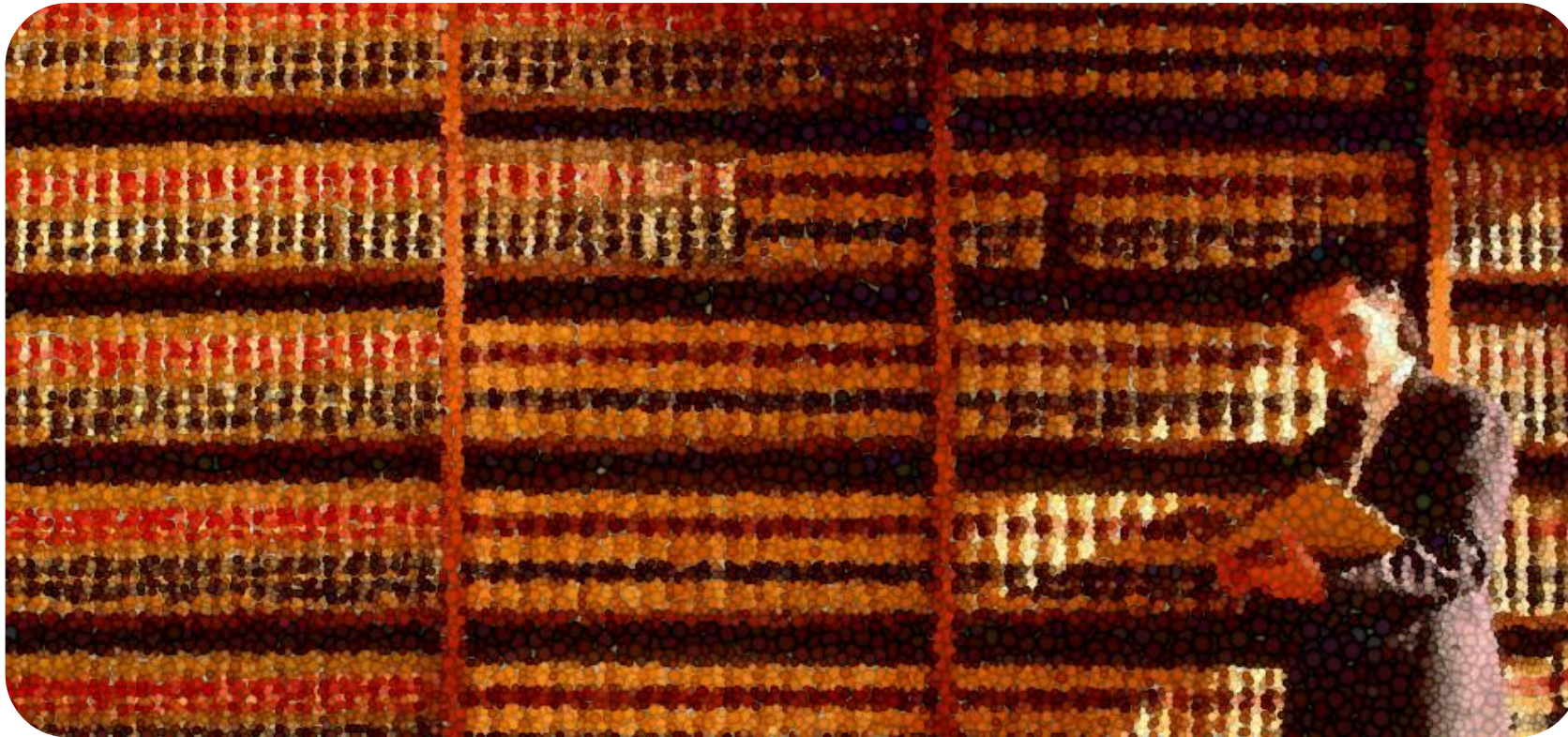


Contract Board Video





Code of Ethics and Professional Behavior



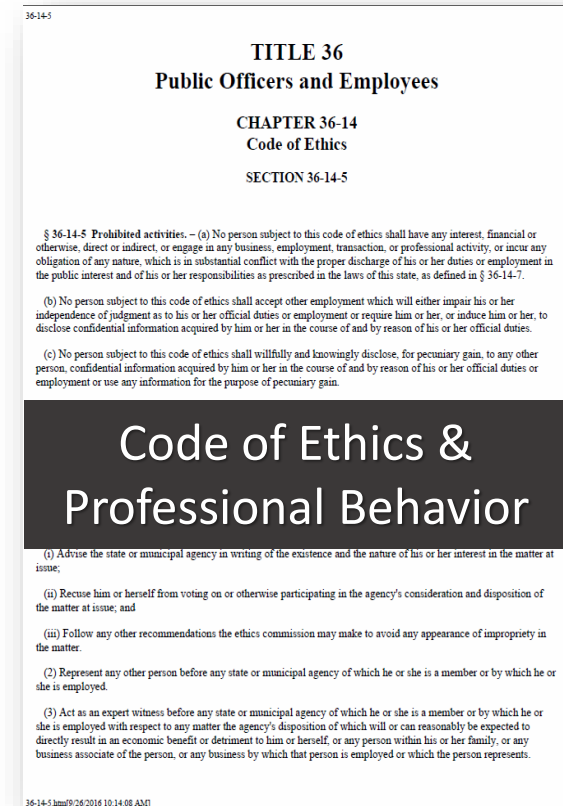
Michael Mitchell, Esquire
Deputy Purchasing Agent



Code of Ethics and Professional Behavior

3.1.C Prohibited activities under the Rhode Island conflict of interest statutes (R. I. Gen. Laws § 36-14-5):

3.1.C.5 No person subject to this code of ethics or spouse (if not estranged) or dependent child or business associate of such person or any business by which said person is employed or which such person represents, shall solicit or accept any gift, loan, political contribution, reward, or promise of future employment based on any understanding that the vote, official action or judgment of said person would be influenced thereby.





Code of Ethics and Professional Behavior

3.1.D.1 Universal Code of Ethics applicable to all state employees involved in the procurement process:

3.1.D.2.E Under no circumstances may a vendor provide to a procurement official nor may a purchasing agent accept any goods or services, regardless of monetary value, for personal use for less than fair market value.

3.1.D.2.F Personnel are prohibited from accepting gifts or gratuities in any form for themselves or their families ...from contractors, subcontractors or suppliers...

3.1.D.2.F.(i) Gifts or gratuities shall mean, but are not limited to money, merchandise, advertising media, gift certificates, trips (individually or in groups), cock-tail parties, dinners, evening entertainment, sporting events, etc., and any merchandise carrying a vendor's name or logo



Code of Ethics and Professional Behavior

*3.1.D.2.G **Social interaction** between personnel involved in the procurement process and any present or prospective contractors, subcontractors or suppliers and their representatives creating the **impression of favoritism shall be avoided.** However, this Procurement Regulations does not prohibit social interactions between state employees and representatives of suppliers which are clearly of a personal nature, in which the parties involved would normally be expected to reciprocate, and in which no reimbursement from the state is sought by the employee. For example, the supplier's representative may be an acquaintance, neighbor, relative or former state employee. The responsibility rests on the individual employee to regulate his/her own actions and to seek advice from Purchasing Management or the Ethics Commission if concerned about an apparent conflict of interest.*



Code of Ethics and Professional Behavior

3.1.D.4.a Resolution of conflict may include, but shall not be limited to, the following measures:

- reassignment of the procurement official or other state employee involved;*
- termination of employment of the procurement official or other state employee involved; and*
- debarment of any and all vendors who may be involved.*

3.1.D.9 Purchasing personnel shall not make purchases for personal use in the name of the state or through the use of any state procurement forms.



Code of Ethics and Professional Behavior

WARNING: State employees are prohibited from bidding on or being awarded a contract with the State of Rhode Island.

220-RICR-30-00-13 General Conditions of Purchase:

13-5. Relationship of Parties - The selected Vendor must be fully qualified and capable in all material respects to provide the specified goods and/or services. Unless specifically provided for in the solicitation, the Vendor shall be an independent contractor and not an employee, agent, partner or joint venturer with the State. Nothing herein shall be construed as creating any contractual relationship or obligation between the State and any sub-bidder, subcontractor, supplier of the Vendor, and/or employee of the Vendor. With that said, the State may consider Vendor non-payment of subcontractors or suppliers in determining whether an award to the Vendor is in the best interest of the State. If the solicitation allows, and the Vendor is a joint entity consisting of more than one individual, partnership or corporation or other business organization, all such entities shall be jointly and severally liable for performing the Contract; however, one entity shall be designated as the lead Vendor for contracting purposes.



State of Rhode Island
Division of Purchases



THANK YOU

ANY QUESTIONS?

 Ask me why I  #Ocean State Procures™ 